

Setting up pre-jobs

A pre-job is similar to a job, but is used when you want to store elements that are used in more than one job.

Pre-jobs are useful in these ways:

- You can automatically create jobs by dropping exported jobs into pre-job hot folders.
- You can use a pre-job as a place to collect elements that are used in many jobs, such as logos.
- Customers using Insite Prepress Portal can upload files to them.

Pre-jobs are visible in the **Pre-Jobs** view of Job Finder.

Note: You can convert a pre-job into a job by selecting **File > Move to Job** in Job Finder.

- [To create a pre-job](#)

See Also

- [Creating a job](#)
- [Using a template job](#)